

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
HUMAN RESOURCES SHARED SERVICE CENTER**

**Position Description Coversheet** (Please read instructions on back)

3. Reason for Submission <b>New</b>		4. Employing Office Location <b>Washington, DC</b>	5. Duty Station <b>Washington, DC</b>	1. Position No. <b>EPES21028</b>	2. Incumbency Allocation Only? <b>May Not be IAed</b>
Explanation (Show any positions replaced)	7. Fair Labor Standards Act <b>Exempt -Executive</b>	8. Financial Statements Required <b>OGE-278 Required</b>		6. BUS Code <b>8888</b>	
	10. Position Status <b>SES (Gen.)</b>	11. Supervisory Status Code <b>2 - Supervisor or Manager</b>		9. Cybersecurity Code a. <b>000</b> b. _____ c. _____	
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing <b>Yes</b>	
	15. Extramural %	16. Functional Class Code <b>N/A</b>		17. Medical Monitoring	
	18. Position Sensitivity <b>Critical Sensitive</b>	19. Security Clearance <b>3 - Top Secret</b>		20. Position Risk <b>3 - High</b>	
	21. Emergency Essential	22. Developmental Position <b>No</b>		23. Full Performance Level <b>Current Level</b>	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	<b>Deputy Assistant Administrator for Strategic Initiatives</b>	<b>ES</b>	<b>0340</b>	<b>00</b>

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	<b>Navis Bermudez</b>

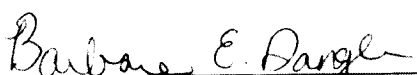
27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description <b>U.S. Environmental Protection Agency</b>
b. 2nd Tier Org Code <b>J0000000</b>	2nd Tier Org Description <b>Office of Water</b>
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>Dan Utech, Chef of Staff</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Dan Utech for Michael Regan, Administrator</b>	
Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2021.11.08 12:43:08 -05'00'	Date	Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2021.11.08 12:43:23 -05'00'	Date

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

**Information for Employees:** The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>		30. Position Classification Standards Used in Classifying/Grading Position
Signature 	Date <b>12/1/21</b>	

31. Remarks  
**Executive position (Noncareer SES).**

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

# **Deputy Assistant Administrator for Strategic Initiatives ES-0340-00**

## **Introduction**

This position is located in the immediate office of the Office of Water (OW) at the U.S. Environmental Protection Agency (EPA). The Deputy Assistant Administrator (DAA) for Strategic Initiatives works with OW's Assistant Administrator and senior management to lead the Office of Water. OW ensures drinking water is safe, and restores and maintains oceans, watersheds, and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitats for fish, plants and wildlife. OW is responsible for implementing the Clean Water Act and Safe Drinking Water Act, and portions of the Coastal Zone Act Reauthorization Amendments of 1990, Resource Conservation and Recovery Act, Ocean Dumping Ban Act, Marine Protection, Research and Sanctuaries Act, Shore Protection Act, Marine Plastics Pollution Research and Control Act, London Dumping Convention, the International Convention for the Prevention of Pollution from Ships and several other statutes.

## **Major Duties and Responsibilities**

The Deputy Assistant Administrator for Strategic Initiatives serves as the alter ego of the Assistant Administrator (AA) for Water, and shares fully, in combination with the Deputy Assistant Administrator for Management and the Deputy Assistant Administrator for Regulatory Initiatives, in the responsibilities of supervising and managing the Office of Water. These duties include:

1. Serves as the Deputy to the Assistant Administrator in the decision-making, planning, policy development and implementation, and direction of the strategic and programmatic policy aspects of the Office. The incumbent engages in the development of budget initiatives as well as performance metrics associated with areas of responsibilities.
2. Serves as an advisor to the Administrator and Deputy Administrator in matters pertaining to critical and sensitive duties and responsibilities pertaining to water policy and program direction. Provides continuing and ad hoc analysis and recommendations regarding highly urgent and sensitive management, regulatory, policy, and communications matters. Manages the implementation of specific programs and policies relating to strategic initiatives including directing action assignments to the appropriate office component.
3. Oversees implementation of key administration initiatives including equity, climate and infrastructure. Identifies critical policy issues and problems, that require the immediate

and personal attention of the Assistant Administrator and recommends an appropriate course of action. Represents the Assistant Administrator at meetings and speaks on their behalf before a wide variety of groups on sensitive matters. Such activities frequently involve dealing with high level officials from the White House, Congress, industry, non-governmental organizations, and others.

4. Assists the Assistant Administrator in managing the Agency's programs under the Clean Water Act, Safe Drinking Water Act, Marine Protection, and Sanctuaries Act, Federal Water Research Pollution Control Act, and the Rivers and Harbors Act ensuring that the national water program strategic initiatives and policy development are consistent with Administrator and Administration's priorities.
5. Develops Agency programs and policies for assessment and control of national water program issues and challenges.
6. Represents and speaks for the Administrator, Deputy Administrator and Assistant Administrator in communications with Congress, the Office of Management and Budget (OMB), and other Federal Agencies, State, Regional and local governments, public and private organizations, and the general public. Engages with members of Congress and State and local officials on initiatives related to area of responsibility and serves as the main point of contact.
7. Provides guidance and control mechanisms to assure that Agency water programs are consistent with the Administrator's environmental and management goals.
8. Undertakes assignments on projects of special concern to the AA; establishing contacts at the highest levels of governmental and non-governmental organizations in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. The individual addresses national level issues as needed.
9. Directs the work of senior career staff engaged in the development of policy and regulations and implementation of key programs related to strategic initiatives. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, and overall administration of human resources and equal employment opportunity programs within the organization.
10. Performs special projects and other duties as assigned.

### **Supervisory Controls**

The Deputy Assistant Administrator for Strategic Initiatives receives broad direction and policy guidance from the Assistant Administrator for Water. The DAA consults with the Assistant

Administrator on matters involving critical Agency precedent and matters of great policy sensitivity. Within this framework, Federal law, and Agency policy, works independently in accomplishing the missions and objectives of the Office. The Deputy Assistant Administrator exercises maximum independent initiative in accomplishing missions and objectives and in representing the Office of Water and the Environmental Protection Agency, in their area of responsibility.